

Personal Details—Part A

Employment Application Form

Application for post of:	
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In line with our commitment to equal opportunities Part A including the sheet on conviction history will be removed on receipt and will not be seen by the short listing panel. Therefore your name and address will remain anonymous until the short listing process is complete. Criminal record history, if any, will only be disclosed to the interview panel after interviews have taken place and an offer of employment is to be considered.

Please read through this form before completing using **black ink** or type so it can be easily photocopied. Make sure you consider each of the points on the enclosed job description and person specification and show how you meet each condition. In accordance with best practice in equal opportunities we do not accept CVs. We believe that a standard application form is the fairest way of getting consistent and relevant information about applicants.

Personal Details

Title:	Surname:	Forename(s):
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Nationality:	Date of Birth:
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Address:

Postcode:

Contact Telephone Numbers and Times Available:	Home: Work: Mobile:
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E-mail Address:

Please specify what hours you wish to work by ticking one of the following:	Full time	
	Part time (please state hours)	

Disability: Please identify any special requirements or equipment which may assist you in the recruitment process:
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Do you require a work permit? Yes / No

In line with Section 8 of the Asylum & Immigration Act 1996, we will require all successful candidates (regardless of nationality or ethnicity) to provide original evidence of their identity and/or entitlement to work in the UK on receipt of an offer of employment.

We are entitled under the Act to refuse employment to any person unable to establish their right to work in the UK.

1st Referee —First referee, should be current employer or last employer if not currently employed.	2nd Referee —Second referee, should be former employer or another person prepared to supply a personal reference (who must not be a family member).
Name:	Name:
Position:	Position:
Title/relationship:	Title/relationship:
Address and post code:	Address and post code:
Telephone no:	Telephone no:
Email address:	Email address:
Do you give us permission to contact them before interview?	Do you give us permission to contact them before interview?
Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
If no, please give reason:	If no, please give reason:

Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975

The post you have applied for is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 because it involves access to children, older or vulnerable people. You are required to provide details of **all** prosecutions pending, convictions or cautions, even if they are classified as 'spent'.

If you are successful in this recruitment process we will obtain an enhanced disclosure from the DBS (Disclosure and barring Service - please be aware that all convictions are shown on the disclosure) this also includes registration with ISA (Independent Safeguarding Authority). Failure to disclose any convictions could result in dismissal or disciplinary action.

Do you have a prosecution pending, or have you ever been convicted at a court or been cautioned by the police for any offence? Yes / No

If Yes: Details of the type of offence, date, sentence, fine etc. should be placed in a separate, sealed envelope, which will subsequently be returned to you. It will only be opened if you are considered for the appointment. Such information will be completely confidential to the appointing panel. A criminal record will not necessarily be a bar to obtaining a position.

Relationship to Trustees or Employees

Are you related to, or do you have a current personal relationship with any Trustees or employees of this Company? **Yes / No**

I declare that the information on this form is true. I understand that false information may make me liable for dismissal if I am appointed.

Signature: _____ **Date:** _____

Information in support of your application—Part B
Present employment or last employment if you are not currently employed.

Name of employer:

Address of employer:

Position held:

Salary:

Grade:

Date employed from: mm __ yy ____ Date employed to: mm __ yy ____

Period of notice required:

How many days sick have you taken in the last 2 years:

Main duties and responsibilities:

Reason for leaving or wishing to leave your present post:

Do you have any additional employment which you intend to continue if appointed to this post? **Yes / No**

If yes, please detail the nature of the work and the hours:

Previous Employment / Work / Voluntary Experience

Please list the **most recent first**. Please include periods of breaks in employment and the reasons for these.

Dates From/To	Employer	Position	Reason for Leaving	Salary on Leaving

Education and Training

Please list all qualifications you have achieved: **most recent first**.

Place of Study	Course Studied and dates	Qualifications gained/ results achieved (details of subject grades etc. where known)	Year Obtained

Education and Qualifications you are working towards

Place of Study	Course / Qualification

Other Training Courses Attended

Please include work related training. Documentary evidence will need to be provided.

Dates From/To	Name of College/ University/ Employer	Course Title and Training Qualification Obtained

Further Information

Do you have a current driving licence? **Yes / No**

Do you have a car which could be available
for use at work (if required)? **Yes / No**

Relevant skills and experiences that you would bring to this job

Please use this page to show how your experience, skills and abilities are relevant to the post. This is probably the most important part of the application form. Selection for interview will be made on how well you demonstrate you meet the criteria in the person specification and job description. You may also use experience gained from voluntary, academic or hobbies.



For further information please contact:

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*If you require this document in other
formats, please contact us*

